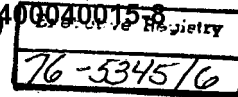


CONFIDENTIAL

12 November 1976

MEMORANDUM FOR: Comptroller

SUBJECT : Reorganization of the Office of
Legislative Counsel (EAG 11/A)

X1A 1. Per your request, [] and I have reviewed this
proposal and make the following observations:

- X1A
- a) There is no data which supports the position grade structure but we assume it will be reviewed by the Office of Personnel.
 - b) The augmentation will increase our budget by approximately [] (average salary of [] per position plus 10% for overhead).
 - c) It is assumed that the established current arrangements between OLC and OGC for the review of legislation will continue and need not be articulated in the proposal.
 - d) Requests for the release of DCI and DDCI correspondence will be routed through my office for DCI and DDCI review and I will collate such requests with any relevant background material that may be filed in the Executive Registry.
 - e) If the attachment describing OLC responsibilities and organization is intended to become an official regulatory issuance, it is suggested that the reference to on-duty strengths be deleted.

EXECUTIVE REGISTRY

*OLC***CONFIDENTIAL**

E.O. 1. IMPDET C

CONFIDENTIAL

X1A

2. [] and I have agreed to the attached memorandum which relieves me of responsibilities for Review Staff files and transfers custody and control to the Office of Legislative Counsel.

B. C. Evans,

B. C. Evans
Executive Secretary

cc: AO/DCI
OLC

Distribution:

Orig - Adse.

1 - OLC

1 - AO/DCI

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① - ER

ES/BCEVANS:cs
(12 Nov 76)

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Approved For Release 2004/12/01 : CIA-RDP79M00467A000400040015-8

MEMORANDUM FOR: See Distribution

SUBJECT : Congressional Review Staff Registry -
Operation and Files

REFERENCE : Memorandum for Multiple Addressees from Executive
Secretary, dated 16 August 1976, Subject: Review
Staff Files

1. This memorandum is to rescind the instructions contained in referenced memorandum pertaining to access to permanent record files formerly maintained by the Review Staff.

2. In accordance with the decision of the Executive Advisory Group that the Legislative Counsel will assume responsibility for the coordination of all continuing Congressional investigative activities, it has been agreed that the Legislative Counsel will assume control and day-to-day management responsibility for the Review Staff files effective immediately. All requests for service from these files should be directed to Chief, Legislative Counsel Registry, [redacted] extension [redacted]

ATINTL

STATINTL

B. C. Evans
Executive Secretary

George L. Cary
Legislative Counsel

cc: DCI
DDCI

Distribution:

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Approved For Release 2004/12/01 : CIA-RDP79M00467A000400040015-8

MEMORANDUM FOR: See Distribution

SUBJECT : Review Staff Files

1. Effective immediately all permanent record Review Staff files will be transferred to the custodianship of the Executive Secretariat.

2. In order to ensure that permanent record files of the Review Staff will remain intact and be readily available, requests for access to these materials will be levied on the Chief, Executive Registry. Documents should not be removed from these files other than for review on the premises or copying for authorized purposes. A record will be kept by the Registry Clerk, identifying the person and Agency component requesting the document(s). If a document is reproduced, Chief/ER will be advised and will make an appropriate entry in the file. If either the document or its content is to be used for purposes external to the Agency, agreement should be obtained from the originating office, and the approval of the undersigned is required. He will seek the concurrence of all interested offices and consult the DDCI or DCI as appropriate.

3. It is expected that the Legislative Counsel, General Counsel, and Inspector General, as well as the DDCI, will be the principal users of the Review Staff files. Their offices will levy requests directly to the Chief, Executive Registry.


B. C. Evans
Executive Secretary

cc: DCI
DDCI

Distribution:

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JEFO

Central Intelligence Agency



Washington, D.C. 20505

Executive Registry

76-5345/5

11/11/76

STATINTL

NOTE FOR:

Deputy to the DCI for the
Intelligence Community

Dan:

Attached, for your perusal, is OLC's
proposal for reorganization. I have asked
the Comptroller to scrub the proposal from
a resourcy point of view.

STATINTL

E. H. Knoche

Attachment:

ER-76/5345/4

Attachment to covering note is classified **CONFIDENTIAL**

Annex D to Liaison Guidelines is classified **SECRET**

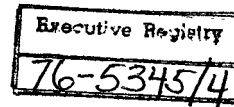
TRANSMITTAL SLIP		DATE	10 NOV. 1970
TO: EAG Members			
ROOM NO.	BUILDING		
REMARKS: The attached paper is a revision of EAG 11.			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

10 November 1976



NOTE TO: EAG Participants

FROM: George L. Cary
Legislative Counsel

SUBJECT: Reorganization of the Office of Legislative Counsel

1. The increased--and increasing--number of oversight committees in the Congress and the continually increasing amount of liaison contact with other committees and members' offices make it necessary for us to increase the personnel strength of the Office of Legislative Counsel in order to cope with this increased workload, to react to the demands placed upon us in a timely manner, and, where possible, to anticipate these demands so that we can alert the Director, the Deputy Director, and the Deputy to the Director for the Intelligence Community and other senior officials to requirements which may be levied upon them and to events which may affect them.

2. An increase in personnel strength will make it necessary to effect certain organizational changes in the Office and to establish, to a limited degree, bureaucratic mechanisms to try to assure efficiency and effectiveness in our activities. We have resisted a tendency to "go big." We have felt that having a small staff of well-qualified and versatile individuals has contributed greatly to our flexibility, and, we believe, our effectiveness in the past. We hope to retain those qualities in our personnel and enhance our overall effectiveness in the proposed Office reorganization.

3. The reorganization will entail formalizing the existence of two groups in OLC which have operated separately yet jointly for several years, handling liaison and legislation respectively and adding a third element to coordinate and review our responses to congressional requirements. This latter group will be similar to, and incorporate the functions of the Review Staff, which operated during the so-called Church/Pike Committee investigations. Besides handling oversight requests, this new coordination and review staff will be able to process inquiries from the House Select Committee on Assassinations, which will become fully operational in the 95th Congress. In addition, the new staff could handle inquiries from the House and Senate Budget Committees, the House Committee on Drug Abuse, and the Special Surveys and Investigation teams of the House Appropriations Committee. In short, OLC will be organizing into three separate staffs: a legislation staff, a liaison staff, and a coordination and review staff. In addition, OLC will consolidate its Registry with that of the Review Staff in order to provide central control of the paper flow that is anticipated next Congress.

EAG 11/a

4. Attached to this note is a proposed T.O. for the Office of Legislative Counsel which reflects what I think are the necessary personnel strength increases and the Office reorganization which they entail.

5. Also attached is a three-part package. The first part is guidelines for liaison with Congress which should govern all contacts between the Congress and the components under direct authority of the DCI. The second part is a paper which discusses OLC functions and organization. Perhaps the most important part of this paper is its discussion of the need for communication and interaction between the Office of Legislative Counsel and the various components and independent offices. The third part is a draft Employee Bulletin on the role of OLC and the guidelines which govern employee contacts with Congress.

George L. Cary

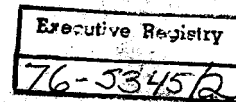
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Deputy Director of
Central Intelligence



adse

Hank:

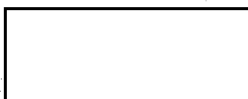
We are scheduled to have our second session in the EAG on the Congressional relations question next week. I have sent the attached note to George re my thoughts on his 5 October paper, Liaison with the Congress.

151
James H. Taylor, Comptroller *13 OCT 1976*

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(1) - ER

(EXECUTIVE REGISTRY FILE *OLC*)

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13 OCT 1976

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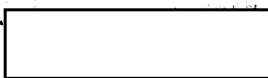
NOTE FOR: Legislative Counsel

George:

We had a good introductory session last Tuesday on the Congressional relations problem. In general, I believe I agree with the approach you have outlined in the paper you circulated for discussion next time, though I do see the issue slightly differently. Based on what was said at the meeting and my own views/prejudices, I see two problems in the Congressional relations area which need continuing attention. The first is the subject of both your paper and the comments which follow and involves the not terribly exciting but necessary task of re-establishing some central control over the various Congressional staff elements who are impinging on our business in one way or another. The second involves development of a sensible legislative strategy under which we actively harness ourselves to get appropriate messages to the right people. If we can accomplish the first, I believe we will have taken a major step toward establishment of our approach toward the second which must, however, be left to another day.

With respect to the first part of the problem, I analyze it this way. We are currently receiving by phone and/or letter numerous requests for briefings, papers, and documents from the staffs of the House Appropriations Committee (HAC) and Senate Select Committee (SSC). The Senate Appropriations Committee has just named a staffer who will work on intelligence full time, and he can be expected to generate a number of like requests. In addition, there is certainly a strong possibility that a House select committee will be established next year which will also seek a good deal of information about our business. Although none of us want to think about it, there is also the possibility that the House and Senate Budget Committees, which have made some attempts to get access to certain kinds of information about our program, will also one day get their foot in the door. To this potentially large list of persons seeking information about our programs, we must add the special Surveys and Investigations teams working

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for the HAC now resident in the building looking into Agency communications, the DDO, and other activities. The House Committee investigating the Kennedy and King assassinations will also present us with information requests. Finally, personnel assigned by GAO but working under the direction of the SSC are likely to be here as soon as arrangements re GAO audit are made. Looked at as a whole, while we all heaved a collective sigh of relief when the Congressional investigations were completed last year, and even given the fact that the oversight of today is very much more friendly than that we faced in 1975, we face a problem of monitoring the flow of information out of this building which is certainly as serious as it was last year. You called this the "Reconstruction Problem" the other day.

Of course, we should continue to strive for centralized control by the various Committees themselves over requests made to this Agency. But this seems unlikely to be very helpful. The fact that Rick Inderfurth works both for Senator Hart and for the staff director on the SSC, for example, suggests to me that Bill Miller can never be totally successful in channeling all requests for briefings and data through himself. Even if we could get each Committee to agree to conduct its business in this way, we are still dealing with a large number of individual Committees who will not coordinate among themselves. In sum, while it is useful to ask Congress every time we have the opportunity to approach us in a more orderly fashion, it seems unlikely that we will see much change in the present set of affairs. This suggests we need to take some action ourselves.

We need, in my view, a mechanism and set of procedures which will ensure:

- that all requests from the Congress, members and staff, are channeled into one staff.
- that one individual or a collective body makes action assignments centrally.
- that all briefings and the written materials which flow out of this building are reviewed, to assure us both that we are responsive to Congressional requests and that the left hand knows what the right hand is doing.
- that the number of people, short of the DCI, the DDCI, and yourself who can on their own initiative pick up the phone and call someone in the Congress is severely limited and

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that they understand what they can and cannot pursue on their own initiative.

Basic to a solution of these problems, I think, are the following points:

1. There should be a notice to all employees that any Congressional request for information, briefings, etc., made to any individual within CIA be noted on a standard form of some kind and forwarded to OLC.
2. OLC needs the capability to review these requests, assign action responsibility where appropriate, ensure effective internal coordination of projects taken on in one component which may affect the interests of another, and maintain an effective file system.
3. There needs to be an understanding in writing—communicated widely in this building—as to who can take the initiative to discuss subjects with Congressmen, their direct staff, or other staff (such as SAC Surveys and Investigation team members).
4. This process in OLC should be linked with the established FOIA review mechanism to ensure that we are not releasing information under FOIA which we are simultaneously denying to Congress someplace else in some other form.
5. There need to be directorate, Comptroller, and IG focal points explicitly established (mostly already in existence) to make sure that each Deputy Director and staff director knows what is going on within his area.
6. We need to ensure that the central review staff is in periodic communication, perhaps through a weekly meeting or by means of some kind of log, with the directorate focal point people so that everyone is kept generally informed of what everyone else is doing.

Based on your comments last Tuesday and the above, I think that your proposal should be focused not just on the SSC but on all of the Congressional Committees and their "off-shoots" with which we are quite directly involved; should be expanded slightly to include a notice to employees explaining the new system and setting forth their responsibilities; and should provide for the

ADMINISTRATIVE USE ONLY

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AT [redacted]

establishment of some kind of a review staff mechanism. In the latter connection I think we should be explicit that the review staff role is a staff role—that the four Directorates, the Comptroller, and the IG are responsible for the substance of relationships with Capitol Hill on matters within their jurisdiction. In carrying out their responsibilities, however, central review and coordination of their output would now seem to be absolutely essential.

As to our Office specifically, I would like to suggest again the following general approach. We would assign to one individual here responsibility for all liaison with Congress (now involving House and Senate Appropriations and the Senate Select Subcommittee on Budget) on CIA budgetary matters under arrangements patterned after the existing set-up with [redacted] who works for OCI but handles all substantive questions in coordination with you. I would expect this individual to report to me but to keep you "fully and currently informed" re all contacts with Congress under the procedures outlined above. As with [redacted] phone calls and requests from the Hill should be channeled through your office, as much as possible, but we would keep you informed of any direct contacts. Follow-up actions would then be assigned to this individual in the Office of the Comptroller. I would like the individual with primary responsibility for this function to be located here to enable him to participate in enough regular Comptroller Office meetings, briefings, etc., to guarantee intimate knowledge on his part of current and future CIA budget problems and developments.

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[redacted]

James H. Taylor
Comptroller

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Executive Registry

76-5345/1

30 September 1976

? OLC

NOTE FOR: DDCI

Hank:

I appreciate your note of 29 September concerning the handling of the volume and diversity of requests we are getting from the Senate Select Committee on Intelligence. As I believe I have mentioned to you, we are devoting a major, in fact almost exclusive, effort in this Office toward satisfying these demands, while trying to keep up with the normal liaison with the Congress that we must attend to.

While [redacted] is the focal point for contact with the SSCI, I have assigned [redacted] to work with the Budget Subcommittee staff, and [redacted] to work with the Charters Subcommittee people. [redacted] handles specialized operational matters and other people are being thrown into the breach as necessary. However, members of the SSCI staff are contacting people in the Agency and the IC Staff at random and vice versa. This presents an almost uncontrollable situation, although a certain amount of it is necessary and desirable. As is so often the case, however, everyone feels he is an expert on how everyone else should run his shop.

I welcome an opportunity to talk to you further and to the EAG about this situation and to discuss coordination of contacts with the IC Staff which I haven't even touched on here. In the meantime, we are revising the basic guidelines that were used in contacts with the Church Committee, since many of them are not applicable in the present environment. I also am preparing a notice or directive for your signature for internal distribution, asking that the Office of Legislative Counsel be kept "fully and currently informed" with respect to contacts between the various offices and the SSCI.

(EXECUTIVE REGISTRY FILE) OLC

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CIA INTERNAL USE ONLY

As an item of additional interest, I have two new men coming into the Office within the next couple of weeks. One is [redacted] of the DDO and the other is a young man who has formerly worked on the President's Clemency Board. I have had to delay bringing additional people in in the past simply because I had no place to put them. However, Jack Blake has jumped into the fray on this in the last week or two and has secured some temporary space for us on the fifth floor. I look forward to the day, however, when I can get my troops in some semblance of order here on the seventh floor. Any help you can give us in that respect will be much appreciated.

STATINTL

[redacted]

STATINTL

George L. Cary
Legislative Counsel

cc: Comptroller
IG
GC
EAG Members

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Executive Registry

76-5345

29 September 1976

NOTE FOR: Legislative Counsel

George:

I know that you, John Waller, and others are in the middle of discussions about how to orchestrate and control the myriad of approaches being made to us by the Inouye Committee and Staff and by other elements of Congress as well, particularly Snodgrass and the investigators of the House Appropriations Committee.

At an early date, I think we should discuss this topic and ways and means to insure that we are on top of it at an EAG meeting--the sooner the better. The demise of the Review Staff, I know very well, left you saddled with a sizeable responsibility; and, you ended up with the responsibility without any significant increase in resources to meet the challenges.

I am not finding fault with the degree of cooperation being extended to our Congressional colleagues, but I am concerned that we are not providing focused consideration of what we will and will not make available and what we determine to be our tactics and strategy in dealing with the Congress.

We simply cannot afford to delegate downward very far the responsibilities in this area; and, I look to you to devise ways and means to keep this focused at very high levels within your office.

One very important tool for your use in dealing with the work load lies in the Registry which was so carefully put together by the Review Staff and which continues to be in existence. I would imagine that we are asked with some frequency by Congressional staffers or members for materials which in one form or another have already been made available to some reviewers or another. All of this is a matter of record in the Registry. It's yours to use, and it should be used.

(EXECUTIVE REGISTRY FILE OLC)

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I will ask Jim Taylor to schedule an early session of the Executive Advisory Group; and in the meantime, would be glad to discuss any aspect of this with you.



E. H. Knoche
DDCI

STATINTL

cc: Comptroller
IG
GC
EAG Members
-DDA
-DDI
-DDO
-DDS&T

✓ ER

TRANSMITTAL SLIP		DATE	OCT 1976
TO: ER			
ROOM NO.	BUILDING		
REMARKS:			
<p>This item should not be listed in the DCI's Daily Journal, even in the Sensitive Annex. Thank you.</p>			
FROM: O/Compt			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

ER with Mr. Evers
OLC

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UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
		Executive Registry	
		76-5345/3	
TO	NAME AND ADDRESS	DATE	INITIALS
1	EAG Members		
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Mr. Knoche asked that all comments on the paper re how to handle relations with oversight committees (EAG 11) be circulated to members for discussion at the second EAG session on Congressional relations. The attached are the only written comments received by OLC.</p> <p>cc: OLC</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
/s/ James H. Taylor			22 OCT 1976
James H. Taylor, Ex. Sec. EAG			
UNCLASSIFIED		CONFIDENTIAL	SECRET

FORM NO. 1-67 237 Use previous editions

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